TAPplication 2021
Preserving and Sharing Community Histories Online

Question list:

- Has your institution ever received a Traveling Archivist Program (TAP) visit before?
- Have you had other archival or preservation consulting services or other assistance from any organization or state/ local agency before?
- In 150 words or less, please describe the nature of your collection by addressing: how it came into existence; ways the collection is promoted to and accessed by the public; the significance of this collection to North Carolina history and culture.
- Number of paid staff devoted to this collection
- Number of volunteers, interns, etc. in addition to paid staff who work specifically on this collection, if any.
- What is your annual budget for the management and care of the archival collection?
- Sources of funding?
- What guidelines and policies do you have for the management of your collections and operations, if any?
- Where is the collection housed and what is the square footage of storage space dedicated for this collection, if known.
- What is the total volume of your institutional archival holdings? (e.g. approximate number of cubic feet or number of manuscript boxes)
- Is the collection protected by climate and environmental controls?
- What percentage of this collection is arranged and described or cataloged?
- What percentage of this collection has finding aids, inventory lists, or other finding tools?
- What percentage of this collection has been digitized in house? By the N.C. Digital Heritage Center?
- Is this archival collection accessible to the public?
- If yes, please estimate the number of people who access and use this collection annually (onsite).
- How do you promote the collections and accessibility to the public? (i.e. How do people know about your collections?)
- Do you use this collection for public programming? If yes, please describe (e.g. lectures, workshops, special events, teaching tools, etc.).
- What is your first priority relating to the care and management of this collection?